

Committee on Academic Policy  
Meeting Minutes  
3rd CAP Meeting of 2018-2019  
Friday September 21, 2018 11AM in SL226

Chair: David Olinger (ME)

In Attendance: George Heineman (CS), Art Heinricher (Dean, Undergrad Studies)  
Mayer Humi (MA), Sarah Miles (Registrar), Jeanine Plummer (CEE),  
Jill Rulfs (BBT), Guillermo Salazar (CEE)

Student Representative: Chris Tocci (BIO/PW), Michael Brooks (MGE)

1. Minutes from Sep-7 to be circulated by email for a vote

2. On-line student course report process

\* reviewed charge of steering committee

3. Discussed guidelines for Excused Absences from Courses.

\* Draft guideline was presented to CAP in late April 2018 and is now ready for discussion.

\* Having an agreed upon guideline would help provide guidance to faculty, especially because Massachusetts state law requires colleges to provide reasonable accommodations when students miss academic work for religious reasons.

\* There are other circumstances that may require flexibility, such as absences due to university-sponsored activities or other special academic event.

\* Concern was raised if the accommodations change the fundamental academic nature of a course, then that would be an "unreasonable burden" on a faculty member and might not be required. Also, what if a student with accommodations seeks to take a course with a laboratory component that involves hazardous materials? If the student's safety would be at risk, would it be required to grant that student an accommodation?

5. CAP is considering forming an on-line resource of all academic policies and guidelines accessible to faculty

Meeting adjourned at 12:50 PM  
Submitted by George Heineman (Secretary A term)